



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT

Division of Economic Support

Bureau of Welfare Initiatives

TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
FSET Administrative & Provider Agencies
Child Care Coordinators
W-2 Agencies**

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SUBJECT: **ENTERED EMPLOYMENT
1. CLARIFICATIONS
2. DEFINITION EXPANDED**

BWSP OPERATIONS MEMO

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Non W-2 ☐ W-2 ☒ CC ☐

PRIORITY: High

CROSS REFERENCE: This Operations Memo replaces Operations Memo 96-31
(03/18/96)
FSET Manual

EFFECTIVE DATE: 01/01/2000

PURPOSE

This memo provides W-2 agencies with updated information regarding employment-related terminology that was originally issued to local agencies in 1996. This Operations Memo, for the most part, is a reiteration of the 1996 Operations Memo with some important updates to reflect program changes under W-2.

In addition, the definition of an Entered Employment is being expanded to include special conditions for certain W-2 and FSET participants under the current W-2 Contract Performance Standard measures. The W-2 Contract & Implementation Committee recommended retroactivity to the beginning of the contract period for the expansion of the EE definition.

Significant changes from the 1996 information and instructions are in *italics*.

References to AFDC and Pay For Performance (PFP) have been deleted.

BACKGROUND

In 1995 a workgroup of state and local agency JOBS staff was convened to work on employment documentation issues and problems. The results of that effort were communicated in Operations Memo 96-31. Since that time, with the transition from JOBS and Pay For Performance to W-2, some of the information in that memo is obsolete. Additionally, the number of new W-2 agencies and workers who are now caseload managers may not be aware of the information provided in the 1996 Operations Memo.

With the introduction of Performance Standards in the new W-2 agency 2000-2001 contract, it is imperative that local agencies correctly report and document Entered Employment and other employment information in CARES.

DEFINITIONS OF EMPLOYMENT-RELATED WORK PROGRAM TERMS

Employer	One who gives a job to another person. The employer can be an owner, proprietor, corporation, agency or organization.
Employment	Commonly defined as work performed for pay (see unsubsidized employment). Under W-2 the definition of employment was expanded to include non-paid work performed in a W-2 paid placement (see subsidized employment).
Full Time Employment	Employment that is unsubsidized and that averages 30 or more hours per when the wages are at least equal to the legally established minimum wage for the job held.
Part Time Employment	Employment that is unsubsidized and that averages less than 30 hours per week when the wages are at least equal to the legally established minimum wage for the job held.
Gross Pay	Wages before any deductions are taken out.
Job	One's profession, trade or employment. A regular activity performed in exchange for payment or earnings.
Self Employment	A job in which the worker and the employer are one and the same. A self-employed person earns income directly from his/her own business. Self-employment is considered an Entered Employment if it meets the criteria if an Entered Employment as defined in this memo.
Subsidized Employment	Employment for which the employer is reimbursed for employing and/or training the employed individual.

Examples of subsidized employment include W-2 Trial Jobs or On-the-Job Training (OJT). In W-2, placement in a Community Service Job or W-2 Transitions job also is considered subsidized employment.

Temporary Agency	<p>An agency that hires individuals and places them into employment at various work sites at various jobs. The agency pays the individuals' wages while they are working at different work sites and is therefore the employer of record. If the initial job assignment with the temporary agency meets the definition of an Entered Employment, the Entered Employment should be reported in CARES using the temporary agency as the employer.</p> <p>Subsequent job or site changes while still employed by the temporary agency <u>do not</u> count as another Entered Employment.</p>
Temp to Perm Placements	<p>An employment hire resulting from an employee who was placed in a job by a temporary agency and subsequently being hired by that employer into a (permanent) job with that employer. Such "Temp to Perm" hires may be counted as an Entered Employment.</p>
Unsubsidized Employment	<p>The W-2 Manual defines it as employment in which a W-2 agency provides no subsidy to the employer, including self-employment and entrepreneurship. In general terms for the FSET population, unsubsidized employment is a job in which no public money goes toward paying salaries.</p>
Entered Employment:	<p>Term used in work programs to identify those employment entries for which the agency may receive credit for placing the individual into unsubsidized employment. Commonly referred to as an "EE".</p>

CRITERIA FOR REPORTING AN ENTERED EMPLOYMENT IN CARES

An Entered Employment (EE) should be reported in CARES when a participant begins employment in an unsubsidized job that meets all of these 4 criteria:

1. Meets the definition of Part time or Full time Employment.
2. Has a start date on or after the date of referral to the Work Program and prior to disenrollment from the work program (CARES screen WPTN provides these dates).
3. Is not a job change while employed by a Temporary Agency.
4. Fits any one of these 7 criteria:
 - a. From no job to an unsubsidized job.
 - b. From one unsubsidized job to an additional unsubsidized job with a different employer.
 - c. From a subsidized job to an unsubsidized job.
 - d. From a full-time unsubsidized job to a different full-time job if there is an increase in gross pay.
 - e. From a part-time unsubsidized job to a different full-time job if there is an increase in gross pay.

f. From a part-time unsubsidized job to a different part-time job if there is an increase in gross pay.

g. *Meets either of these 2 special conditions:*

1. *Temp to Perm Hires (see definition).*

2. *CMC caretakers who return to jobs they held before W-2 participation may have an Entered Employment reported for these jobs **ONLY** if the W-2 agency has provided case management services that were requested/offered and accepted by the CMC participant and W-2 activities in the work program are documented on WPCS and WPAS.*

Do not count these as an Entered Employment:

1. Entry into a subsidized job.

2. Return to the same employer after a strike or from layoff status, *or medical leave not related to CMC status.*

3. *Entry into a work experience position or volunteer job, such as WE under a W-2 CSJ placement. This information may be entered on WPEH to document the participant's work history. Make a note in the Comments section indicating the job is a WE or volunteer job.*

TREATMENT OF SPECIAL TYPES OF EMPLOYMENT

Self Employment

Self-employment is considered an Entered Employment if it meets the criteria of an Entered Employment. The determination of part-time or full-time employment is determined by dividing the monthly income reported by the minimum wage, and then dividing that number by 4.3. If the result is 30 or greater, then the employment is considered full-time. If the result is less than 30, then the employment is considered part-time employment.

Temporary Agencies as Employers

When an individual is assigned to a work site by a temporary agency (*also known as staffing agency or employment agency*) acting as the employer, the employer for reporting purposes is the temporary agency. If the job meets the criteria for an Entered Employment, the EE should be reported using the temporary agency as the employer.

If the participant changes sites or jobs, but is still employed by the temporary agency, the job or site change does not count as another Entered Employment. *Each time a change occurs, the worker should update WPEL/WPEH by end dating the old employment sequence, using "SE" in the Reason for Leaving field. A new WPEH screen should be completed with the Employment Begin Date of the new job/site change. The Entered Employment field is "N", and the temporary agency is re-entered as the employer. Enter the job site employer in the Job Duties field. Comments on CMCC also may be completed.*

If the rate of pay or hours is significantly changed, such change also should be communicated to the worker responsible for eligibility so AFEI can be updated.

Work Study

Work Study jobs do not meet the definition of Entered Employment, working part-time or full-time. *Although work study monies may be used in the eligibility determination for W-2 and FSET, work study positions are subsidized employment designated to assist students in meeting their educational financial needs.*

CARES INSTRUCTIONS

For a person entering unsubsidized employment – working part time or full time:

1. Report the employment information on WPEH.

Accurately report all the data requested in the various fields. For example, the Employment Begin Date should be the date the participant actually started the unsubsidized job. It is not appropriate to use the date the information is being entered into CARES and note in comments that the actual start date was some other date. If entering prior work history and exact dates are not known, use closest estimated dates for job begin and end dates.

If the employment meets the definition of an Entered Employment:

- a. On WPEH, the Entered Employment field must be marked 'Y' (yes). All other employment must be marked 'N' (no).
- b. *When recording wages, be sure to accurately reflect the pay for the participant by using the combination of the Hourly Rate field and the Pay Type Code field.*
 1. *If the wage is not paid at an hourly rate and cannot be calculated to an hourly rate, use "0.00" and use the appropriate Pay Code Type (not "HR").*
 2. *If the entire wage is paid hourly, enter the amount in the Hourly Wage field. Use the HR code in the Pay Type field.*
 3. *If the wage is paid in some other manner or if the wage includes hourly pay plus other pay such as meals, lodging, or tips, local agencies may calculate and document in Comments a derived hourly rate. If a derived hourly amount can be determined, it is correct to use "HR" in the Pay Type Code field only if the entire wage paid is reflected in that amount. Use other Pay Type Codes if the hourly wage in the Hourly Rate field does not reflect the full amount of hourly earnings.*
- c. Expected Duration: Length of Job

Use the Full- or Part-time Less than 30 Days when – At the time the job begins, it is expected to last less than 30 days from the start date.

- Use the Full- or Part-time 30 Days or More when – At the time the job begins, it is expected to last at least 30 days from the start date
2. Update information as it changes. *Especially important is the need to end date all prior jobs listed on WPEL, where person is no longer employed. Use the Job Duties field or CMCC to note significant changes to wages or job changes.*
 3. Report Working Fulltime (WF) or Working Part-time (WP) on WPCS, depending on the definition listed in this memo.
 4. *To prevent or reduce eligibility errors, be sure that new employment information is entered on screens AFEI or AFSE, or communicated to the appropriate worker for data entry.*
 5. *Do not enter a reason for leaving the job, except when reporting that a job has ended (and an end date is being entered) or when an Entered Employment is being reported when a subsidized job changes to an unsubsidized job. The code "SE" (Still Employed) should be used in these instances.*

Note: The Employment Begin Date should be the date the person started the unsubsidized job after the OJT or TJB ends and is the same date as the Entered Employment.

For a person entering Subsidized Employment, such as Trial Job, OJT, etc.

1. Report the correct activity (component) on WPCS.
2. Report the employment information on WPEH. Do NOT mark the entry into Subsidized Employment as an Entered Employment. The Entered Employment may be taken later, if the subsidized job becomes unsubsidized employment.
3. In the Job Duties field, note the type of subsidized job (i.e. JTPA OJT, W-2 TJB, Work Experience under CSJ or W2T, etc.).
4. Accurately report all the data requested in the various fields on WPEH.

ACTION

This memo replaces prior policy and instruction relating to employment in work programs. Local agencies may begin using the revised definition effective 01/01/2000 for reporting Entered Employments in CARES, as long as the start date for the Entered Employment was on or after that date. Entered Employments now allowable under the expanded definition should be backdated to reflect the actual start date of the job.

CONTACT

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Note: Email contacts are preferred. Thank you.

DWD/DES/BWSP/CARES/LS